

**GOVERNOR'S WORKFORCE INVESTMENT BOARD
APPRENTICESHIP ADVISORY COMMITTEE MEETING**

**Holiday Inn
Great Falls, Montana
October 22, 2004**

DRAFT MINUTES

COMMITTEE MEMBERS PRESENT: Chair Ken Switzer, Jerry Driscoll, Mike O'Neill, Mike Waldenberg. Ad hoc members: John Bukovatz, Marvin Wilson.

COMMITTEE MEMBERS ABSENT: Lew Grill, Margaret Morgan, Arlene Parisot

STAFF: Mark Maki, Pam Watson

GUESTS: Jack Gillespie, Chuck Olson, Felicity McFerrin, Bill Bentley.

I. Call to Order

Chairman Ken Switzer called the meeting to order at 10:10 a.m.

II. Welcome and Introductions

Chairman Switzer welcomed committee members and guests, and asked committee members to introduce themselves. He then asked the public to introduce themselves. Chairman Switzer asked Pam Watson to explain the committee's affiliation with the State Workforce Investment Board, travel policies, and other housekeeping items. He then asked for any changes to the agenda, of which there were none.

III. Advisory Committee History, Goals and Functions

Mark Maki reported regarding the history of the Apprenticeship Advisory Committee, and explained that under federal law, an Apprenticeship Council is required in order for a state driven, state funded apprenticeship registration agency to be recognized by the US Department of Labor. In order to qualify as a council, a committee must meet specific membership requirements, which this committee does not meet. Therefore, the committee will serve in an advisory capacity to the Apprenticeship and Training program, and to the apprenticeship community in Montana. Chairman Switzer stated that the committee will also bring issues and recommendations to the SWIB as it is an advisory body to the Governor.

Mike Waldenberg asked what authority the committee would have to make statutory or administrative rule changes. Mark Maki advised that statutory changes must be made through the legislative process, so the committee could make recommendations to the SWIB, who would carry the recommendation through the legislative procedure process. Jerry Driscoll stated that administrative rules can be change easier, due to the fact there need only be a Rules Hearing conducted through the Administrative Rule Change process. Mike O'Neill asked if the SWIB would have to ratify any recommendations for administrative rule changes if the committee elected to proceed with the Administrative Rule Process. Pam Watson advised that yes, as the committee is acting as an entity under the SWIB, they are required to bring all issues before the full board or executive committee for approval.

Chairman Switzer called for public comment. Chuck Olson asked if there is any opportunity for matching federal dollars for the apprenticeship program, as it is now 100% state funded. Mark Maki

said that grant applications are occasionally available, but there is not a lot of opportunity for matched funding.

John Bukovatz stated that he would like the opportunity to meet with a larger council as was done previously, and recommended trying to organize the larger council. Marvin Wilson stated that the same accomplishments could be made here, as some of the same people are at the table. Mark Maki advised that the prior council was comprised of 23 members, and though effective, it is prohibited at this time due to budget restrictions and lack of support from the Governor's office.

Mike Waldenberg stated that one challenge is to keep the focus broad enough to address the apprenticeship community as a whole. He also stated the committee should be cautious of effects on industry and occupations the committee members may not know about. Marvin Wilson stated that the mission statement could address that, as well as any need for additional committee membership.

John Bukovatz asked Mark Maki how many apprenticeable occupations Montana has. Mark responded that there are 55 active, and 175 approved occupations in Montana. The two newest are Pharmacy Technician and Real Estate Appraiser.

Chair Switzer called for public comment. Jack Gillespie advised that the State of Montana is recognized by the Federal government to administer the Apprenticeship and Training Program, and is governed by two regulations in the federal register. Because this committee does not meet the criteria to be qualified as a council, the role of the committee must be that of an advisory body to the Apprenticeship and Training Program in an official capacity regarding apprenticeship recommendations and issues.

Mike Waldenberg asked if the federal register is occupation specific. Mr. Gillespie stated that no, they give guidelines for the requirements for registration of occupations.

IV. Formulation of Committee Mission Statement

The committee discussed and produced vision and mission statements that will read:

The vision and mission statement discussion was tabled until later in the meeting.

V. Overview of the Montana Apprenticeship Community

Mark Maki stated that 53 of Montana's 56 counties have apprentice sponsors and participants. His staff has remained stagnant since 1992, while the apprenticeship program has grown. Currently, the program has approximately 300 individuals (25% of participants) complete programs each year. His staff of 5 full time employees would like to put more focus on reducing cancellation rates from the current 12%, however additional staff travel would be necessary. As 1/3 of his staff's time is already spent in the field, this becomes an issue. In addition, if additional federal funding could be obtained through grants, it would be necessary to hire an individual to write grant proposals.

Mark Maki reported the program is doing very well, however there is always room for improvement. Safety is always an issue, due to the fact that the majority of apprenticeable occupations in Montana are hazardous. Additional considerations are with distance learning and partnering with education to develop curriculum in high demand occupations. Another important issue is ratios, which would be difficult to resolve.

Mike Waldenberg asked if it is accurate that there are 75 new plumbing apprentices since January 1, 2004. Mark Maki indicated that is correct, and attributed the growth to more new business in the industry, and to administrative rule changes made two years ago.

Chairman Switzer asked how Montana compares to the nation in ratios. Mark Make replied that in many cases, Montana is looked upon as a model. In a 2000 survey, 66% of apprenticeship programs nationwide were in line with Montana.

VI. Committee Function and Relationship to the Apprenticeship Community

Chairman Switzer asked the committee for input on how they can work in cooperation with the Apprenticeship and Training Program. The issues identified that need to be addressed were: What level of direction should be given to the program and Mark Maki; what direction should be given to the apprenticeship community; how can the committee identify potential sponsor businesses; how can the committee address safety concerns; and what level of participation do the ad hoc committee members have relative to voting and making motions. Ms. Watson explained that this committee must function in accordance with the current operating procedures used by the SWIB, which states that ad hoc members are not eligible to vote, in which case they are not eligible to make motions or participate in the voting process. Mark Maki stated that staff will ask for a legal opinion, and determine if there are any options available to address the ad hoc member voting issue.

Mike Waldenberg moved to adopt the vision statement as drafted by the committee, which reads: "Registered Apprenticeship affords Montanans the opportunity to create rewarding careers in many occupations within the State of Montana." Mike O'Neill seconded, and the motion carried unanimously. Jerry Driscoll moved to adopt the mission statement as drafted by the committee, which reads: "The Montana Apprenticeship Advisory Committee is committed to partnering with business, labor and education to actively promote awareness of, and the benefits and successes of career opportunities in Registered Apprenticeable Occupations." Mike Waldenberg seconded the motion, which carried unanimously.

Mike Waldenberg asked if there were any industry issues the committee should know about, and Mark Maki advised there are no major issues now or in the foreseeable future. One issue that may come up would be possible legislation to change the apprenticeship wage-setting process currently being used in rural areas of Montana.

Chairman Switzer called for public comment, of which there was none.

Since there are no major issues that will require legislative change, Chairman Switzer stated the committee would not submit any legislative recommendations to the SWIB Executive committee in December.

VII. Apprenticeship Issues and Concerns

Chairman Switzer asked for committee discussion on major issues of concern. Make Waldenberg summarized the earlier discussions and listed: Ratios; funding for Apprenticeship & Training Program staff; and best practices, which includes could include a recruitment manual and selection process, and a program operations manual. Jerry Driscoll stated that a part-time grant writer might be beneficial to the program. The position could be funded for two years, at which time the position would then become self-funded by grant applications.

Marvin Wilson recommended review of the marketing procedures of the state and federal programs to ensure no duplication, and collaborate to use the information that is similar and distribute to a wider population.

Mike O'Neill stated that an issue should be to increase the utilization of the registered apprenticeship program, and how the committee can promote the program. He suggested that prior to the next meeting, each member should think about how the committee can work with employers to inform and education them on pros and cons of the program, and how to market the target audience.

Chairman Switzer asked for any additional committee or public comment. Felicity McFerrin stated that the committee needed to ensure they are representing the needs of the apprenticeship community with regard to the State Workforce Investment Board, and that she encourages efforts to avoid duplication of publications. She suggested the possibility of mailing an apprenticeship program packet to a target list of employers.

Chair Switzer stated that the information discussed today will be organized and distributed to the committee members. At the next meeting, the information can be refined and organized for implementation and duties for the next year or two.

Jerry Driscoll moved to pursue funding for additional staffing for the Apprenticeship and Training Program, Mike O'Neill seconded. Motion carried unanimously.

Mark Maki provided clarification as to the Employment Securities Account (ESA), and how possible changes if approved in the legislature could affect funding of the program.

VIII. Closing Comments

The committee discussed dates for the next meeting, and whether to meet in person or via conference call. Consensus was to meet in person, with the next meeting being held in Helena on January 14, 2005. Mike Waldenberg recommended that each committee member send issues to Pam Watson to be added as future agenda items.

Chairman Switzer thanked all members and the public for attending and their participation. Mike O'Neill moved to adjourn, Mike Waldenberg seconded. Motion carried unanimously.

Meeting adjourned at 3:05 p.m.

Ken Switzer, Chairman

Date